



Grant Committee Member Agreement

Serving on a FOREVER Funds committee is a commitment to carrying out the mission of the Community Foundation of Greater Memphis, which is to strengthen our community through philanthropy. Committee members do this through grantmaking, convening, and community-focused initiatives. Committee members are responsible for helping develop and evaluate grantmaking programs, reviewing and recommending funding decisions, and engaging with nonprofit organizations and community partners in ways that reflect the Foundation's Community Investment Principles and the diverse lived-experiences of the Mid-South.

This agreement outlines the expectations for participation, engagement, and conduct for all committee members.

1. Commitment to Participation

By accepting appointment to a FOREVER Funds committee, I agree to:

- Attend all scheduled committee meetings, whether held in person or virtually. If I am unable to attend a meeting, I will let Foundation staff know and provide any feedback I have on the agenda ahead of the meeting.
- Complete required preparation prior to meetings, including reviewing grant applications, materials, and updates.
- Actively participate in grantmaking activities, including proposal review, applicant interviews, and site visits, when requested.
- Share responsibility for site visits and committee work to ensure that participation is equitably distributed among members.

Consistent absence, lack of preparation, or limited participation may result in removal from the committee.

2. Time Commitment

I understand that committee service requires time beyond scheduled meetings, including:

- Independent review of materials
- Participation in site visits and interviews (during or outside standard business hours, when necessary)
- Occasional additional meetings or subcommittee work during active grant cycles

If my availability changes significantly, I agree to communicate this promptly to staff.

3. Trainings and Learning

I agree to:

- Attend required onboarding and ongoing trainings, including those related to grantmaking processes, equity, community context, and the Foundation's Community Investment Principles.
- Engage in learning opportunities with openness and respect, recognizing that training is an essential part of responsible and effective community grantmaking.

Failure to attend required trainings may result in removal from the committee.

4. Engagement, Attitude, and Curiosity

I commit to:

- Participating with curiosity, humility, and respect, especially when engaging with nonprofit partners and community members. I commit to learn and engage, not judge.
- Listening actively and valuing perspectives shaped by lived experience, especially when they differ from my own.
- Asking thoughtful questions and engaging in discussion in ways that are constructive and aligned with the committee's purpose.
- Avoiding dismissive, cynical, or disengaged behavior that undermines the work of the committee or the experiences of applicants and fellow members.

5. Shared Responsibility and Accountability

I understand that:

- Committee work depends on collective effort, and I am expected to contribute fairly to discussions, site visits, and decision-making.
- Leadership or staff will reach out for a meeting if my participation does not meet expectations outlined in this agreement.
- Continued appointment is contingent upon active, consistent, and respectful engagement.

6. Conflict of Interest

- I agree to uphold the Foundation's Conflict of Interest Policy and to disclose any real or perceived conflicts related to grantmaking decisions. I will recuse myself from discussions and votes when appropriate.

7. Confidentiality

- I understand that committee service involves access to confidential and non-public information, including grant applications, applicant information, internal discussions, and organizational or donor-related materials. I agree not to share, discuss, copy, or disclose this information outside of authorized Community Foundation staff and committee processes.

8. Commitment to the Mission and Community Investment Principles

- I affirm that my service is in support of the mission and Community Investment Principles of the Community Foundation of Greater Memphis and the FOREVER Funds, and not for personal, professional, or organizational gain.

Acknowledgement and Agreement

I have read and understand the expectations outlined above. By signing below, I agree to fulfill these responsibilities to the best of my ability and understand that failure to do so may result in removal from the committee.

Name: _____

Committee: _____

Signature: _____

Date: _____